

CITY OF TUPELO

Job Description

DIRECTOR

EXEMPT (Y/N): Yes	Salary Level/Range:
Location: Administrative Office	Shift:
Department: Parks and Recreation	Supervisor: Chief Operations Officer

SUMMARY

Plans, directs, and coordinates the functions of the Department's divisions in the delivery of all maintenance, administrative, athletic, and recreational services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- ☐ Develops and interprets Departments' policies and operating procedures.
- ☐ Prepares all daily, weekly, monthly and annual reports concerning personnel and budgets.
- ☐ Prepares annual report to give to the Mayor.
- ☐ Prepares the Department's annual budget.
- ☐ Delegates the functional activities of divisions to Division Directors.
- ☐ Directs Department's long range planning for facilities, property, equipment, personnel, budgeting, and other administrative areas.
- ☐ Develops and implements alternative and innovative funding projects for facility construction.
- ☐ Provides direction, leadership, and vision for Department personnel.
- ☐ Interacts with individuals and representatives of the community to enhance recreational opportunities and facilities in the community.

SUPERVISORY DUTIES

- ☐ Direct supervision of two division managers and office manager who supervise 25 full-time employees and over 80 seasonal and part-time employees.
- ☐ Responsible for the overall direction, coordination, and evaluation of these divisions.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- ☐ A graduate of an accredited four year university or college with a degree in Parks and Recreation Administration or related areas.
- ☐ Certifiable as Certified Leisure Professional through National Recreation and Parks Association.
- ☐ A minimum of two years experience in an upper management position in Recreation Administration.

LANGUAGE SKILLS

- ☐ Ability to read, analyze, and interpret documents, reports, and ledgers.
- ☐ Ability to communicate and respond to inquiries, complaints, and problems from citizens.
- ☐ Ability to speak in public and to provide effective customer communication.
- ☐ Ability to communicate and present information to volunteer groups, city council, and special interest groups.

MATHEMATICAL SKILLS

- ☐ Ability to add, subtract, multiply, and divide.
- ☐ Ability to apply discounts and use percentages.

REASONING ABILITY

- ☐ Ability to carry out detailed instructions.
- ☐ Ability to deal with and solve problems of employees and customers.

OTHER SKILLS

- ☐ Knowledge and ability to develop and interpret specifications of athletic, recreational, and maintenance operations equipment and/or facilities.

CERTIFICATIONS, LICENSES AND REGISTRATION

- ☐ Possess a valid Mississippi Driver's License and a Social Security number.
- ☐ Non U.S. Citizens must have appropriate Immigration documents.
- ☐ Must be registered for Selective Service, if appropriate.
- ☐ Must be certified by the National Recreation and Parks Association as a Certified Leisure Professional.

OTHER

- ☐ Ability to comply with City of Tupelo drug/alcohol policy.
- ☐ Ability to obtain a satisfactory criminal background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ☐ While performing the duties of this job the employee is regularly required to talk, hear, use hands and fingers in correspondence and communication. On occasion required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, and crouch. Occasionally must lift or move up to 50 lbs. Specific vision abilities required include close, distance, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ☐ While performing the duties of this job the employee regularly works around office equipment, large crowds, and outdoor areas in all type weather conditions from rain to extreme heat. Employee could be exposed to fumes, airborne particles, and toxic chemicals.